WorkKeys for Alaska State Testing

Implementation Seminar
April 2011

For Fall 2011
WorkKeys Testing

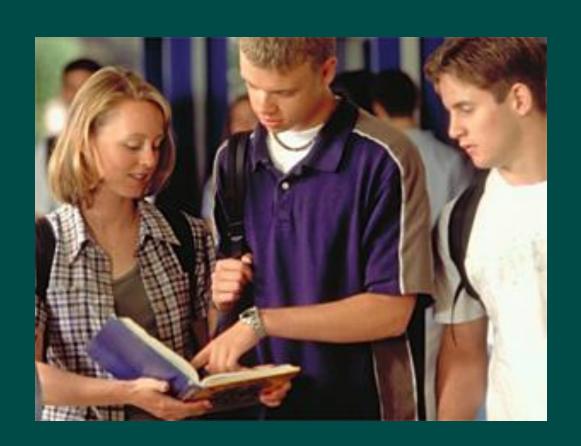# Welcome and Introductions

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Today's Agenda

Today's Agenda - continued

☐ Regulation updates
   ☐ Test Dates
   ☐ Who is required to test
☐ Review available testing methods
   ☐ Event Window Information
   ☐ Internet Testing Information
☐ Discuss critical dates
   ☐ Required test administration training workshops

Today's Agenda- continued

❑Discuss highlighted differences
- ❑Test Days
- ❑Start Time
- ❑Order of Assessments Given
- ❑Accommodations

❑Discuss plans for districts to communicate their intention to participate paper/pencil event window and/or Internet testing

2011 State Testing Program

- ❑ All 11th Graders
  - ❑ One per year – no retakes
- ❑ Optional for 12th Graders
  - ❑ One per year – no retakes
- ❑ IEP team to determine whether or not a student with a significant cognitive disability shall take the assessment

Test Dates

❑All testing to be conducted Aug 1 – Dec 31

❑Internet Version can be done anytime between Aug 1 – Dec 31

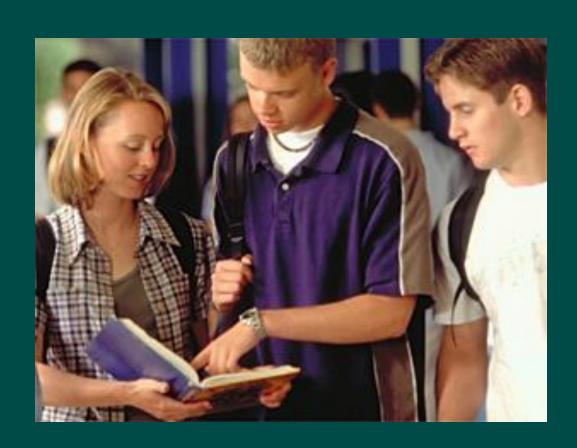❑Testing Window dates for paper and pencil testing are November 7-18

Paper/Pencil Event Window

Benefits of Paper and Pencil Testing Fall 2011 WorkKeys Testing

- ❑ Use of the Pre-ID bar code label for better identification

- ❑ Standardized return of test materials

- ❑ 3-in-1 test books and administrative materials

- ❑ Electronic reporting of all examinees results to EED

Today's Agenda- Event Window

Today's Agenda

☐ Review of the schedule and critical dates

☐ Review of the test site establishment process

☐ Training workshops – what to expect, who must attend

Today's Agenda - continued

☐ Students testing with accommodations

☐ Enrollment & materials orders

☐ Sources of information

☐ Questions and Answers

Results from the Fall 2010 WorkKeys Testing Window in Alaska

❑ Tested 5823 students during the 2 week testing window
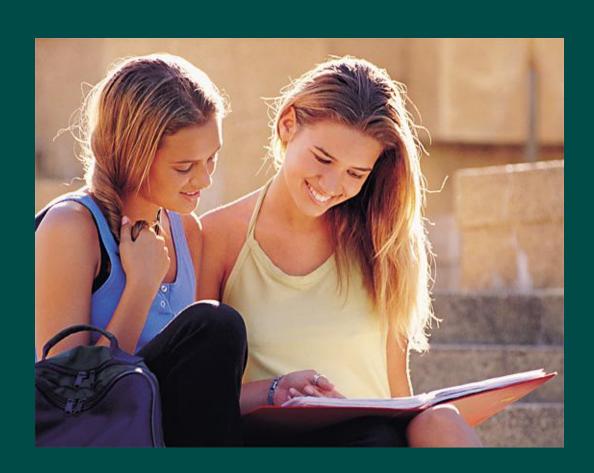
❑ At 111 schools in 21 districts

❑ Certificates earned

   ❑ Platinum   38

   ❑ Gold   1506

   ❑ Silver   2470

   ❑ Bronze   1140

Review of the Schedule and Critical Dates

Choosing Testing Dates

❑ Testing Window

　❑ Monday, November 7 through Friday, November 18

❑ Initial Test Day

　❑ School/District selects one day to administer the tests to their students testing with standard time

　❑ All students are expected to test on this day

Choosing Test Dates

❑Makeup Test Day

  ❑School/District may select other days for makeup testing for students who are absent on the initial day of testing

❑Accommodations Testing

  ❑November 7 through November 18

  ❑Students testing with accommodations may test any time within the two-week window following testing guidelines

2011 Schedule

May 20	Districts submit testing format of choice, school information to EED, including school name, address, etc.
By August 26	Establishment forms arrive at districts directed to the DTC
September 16	DTCs send Test Site Establishment forms back to ACT – Staff assignments and materials orders
September 16	Districts/schools submit student list to EED for the creation of Pre-ID bar code labels

2011 Schedule

Week of October 17	Test materials sent to the districts
Week of October 24	Test materials arrive at the districts
Week of October 31	Test materials arrive at the schools
November 2	Last day to order additional materials

2011 Schedule

November 7-18	Testing Window – Standard-time and Accommodated Testing
November 29	Scheduled material pick up at the district locations
December 5	Deadline for ACT to receive test materials for scoring back from districts following testing.
January 2012	Score reports available to districts. NCRCs received at districts.

Review of the Test Site Establishment Process

Test Site Establishment

☐ Establishment forms sent to DTCs in late August

☐ Work with Principals – select your school's key staff. Then complete the *Establishment form, including signatures and return to your DTC to be submitted to ACT*

Test Site Establishment

❑Documents <u>to be returned to ACT</u> by September 16, 2011:

  ❑Staff list

  ❑Materials order

  ❑Accommodations requests

❑Returned via e-mail or fax

Review of Testing Requirements – Facilities and Staffing

Assessment Sites

❑ Preferred site is in a quiet wing of the high school

❑ Freedom from distractions

    ❑ Uninterrupted testing period required for all days of testing

    ❑ No unnecessary noises (bells, public address systems, etc. must be turned off)

    ❑ Testing rooms must be separated from regular school activities

Required Personnel

- ❑ Test Supervisor
    - ❑ Responsible for all assessment activities
    - ❑ Responsible for all testing materials
- ❑ Back-up Test Supervisor
    - ❑ Responsible to serve if Test Supervisor unable to do so
- ❑ Test Accommodations Coordinator
    - ❑ Assists with ordering appropriate materials for each student requiring accommodations
    - ❑ Coordinates all accommodations testing for your school
- ❑ These personnel are needed in <u>each</u> high school
- ❑ Named by September 16

Avoiding Conflicts of Interest

❏ Test Supervisors, Back-ups and TACS have access to secure test materials prior to testing.

❏ To avoid the appearance of a conflict of interest, and to protect relatives (siblings, children, step-children, grandchildren, nieces, nephews) and wards from allegations of impropriety:

  ❏ **Test (and Backup) Supervisors** may ***not*** be related to ***any*** examinee testing with standard time ***anywhere*** in Alaska during the testing window

  ❏ **Room supervisors and proctors** may ***not*** assist in a room where any relative is being tested

Avoiding Conflicts of Interest

❑TACs – May not be related to or guardian of any examinee testing with accommodations testing anywhere in Alaska this year. (see list of relatives /guardians on prior slide)

❑Testing staff may <u>not</u> be

   ❑Involved in test preparation for commercial gain outside of normal teaching duties in the prior 6 months

   ❑Enrolled in high school

   ❑Planning to take WorkKeys tests in the next 6 months

Other Test Administration Requirements

Assessment Administration

❑ Test Supervisors and TACs are responsible for training the staff that will assist them during the testing (e.g., room supervisor, proctors, readers)

❑ Schedule adjustments will be necessary for students with different schedules (e.g., night classes)

❑ On the designated test days, standard-time testing must be the <u>first</u> activity of the morning, starting <u>no later</u> than 9 am
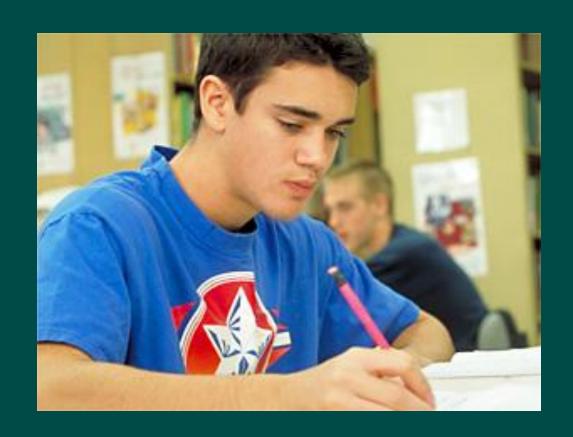
Security

❑ Receipt, check-in, and verification of test booklets by serial numbers by the Test Supervisor or TAC at the school

❑ Restricted access at **all** times from moment of receipt to return (documented "chain of custody")

❑ Immediate and complete return of all materials to ACT as outlined in "return of materials" procedures

Security

❑ Identification of examinees prior to being admitted for testing (personal recognition or photo ID)

❑ Direct consultation with ACT to handle testing irregularities

Training Workshops

Training Workshops – what to expect, who must attend
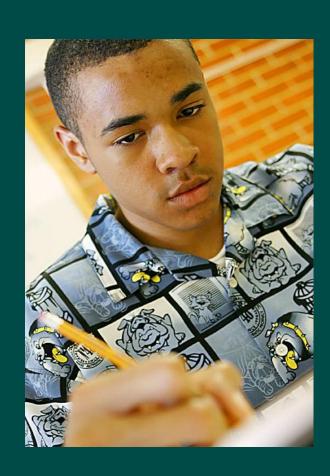
❑ Training Webinars in early September

❑ Workshop materials available prior

❑ ALL DTCs from participating school districts are <u>REQUIRED</u> to attend

Training Workshops – what to expect, who must attend

❑What will be covered:
  - ❑Testing Requirements – before, during, and after testing
  - ❑Procedures for the WorkKeys tests
  - ❑Returning materials
  - ❑Avoiding the Pitfalls
  - ❑Testing with accommodations
  - ❑In-school training for Named Staff
  - ❑Question and Answers

Students testing with accommodations

Students testing with accommodations

- Materials for students testing with accommodations must be ordered by September 16

- Determination of what accommodations to provide is a local decision generally based on the student's 504 or IEP plan and the accommodations they normally receive in school

Accommodations provided

☐ For Paper and Pencil testing

☐ Extended time – up to 3 hours per test

☐ Testing over multiple days

☐ Large print test books and answer sheets

☐ Reader scripts

☐ DVDs

☐ Braille

☐ Internet version only offers extended time

Students testing with accommodations

❑ The TAC is responsible for the receipt, security and the timely return of all accommodated test materials

❑ There are multiple forms that must be completed in the *WorkKeys Supervisor's Manual for State Testing - Special Testing*

Ordering Test Materials for Students Testing with Accommodations

❑ One item for each student

  ❑ A standard format test book comes with all other formats – no need to order separately

❑ Must not be transferred between schools

Internet Testing Accommodations

- Internet testing accommodations are limited to extended time.

- Unable to do any Braille, etc via Internet

- Accommodations are a local decision generally based on the student's 504 or IEP plan

WorkKeys Internet Version

Internet testing Benefits

- Flexibility to administer over 5 months
- Small Group Administration
- Instant Score Reports
- Do not have to start by 9:00 AM
- Do not have to administer all 3 assessments in one sitting

Internet Testing

- Safe and secure.

- Can administer assessments any time from August 1 to December 31

- Proctored setting – Need testing supervisor, backup testing supervisor and proctors.

- Tests are 55 minutes when completed via Internet

Test Security

- #1 priority for test administrators is TEST SECURITY
- Security is important
  - Fairness
  - Expense
- No cell phones or electronic devices in the testing room
- Be vigilant

Who administers WorkKeys Internet tests?

❑ Only authorized personnel trained in standardized test administration

❑ Qualified reliable proctors – One proctor per 25 examinees

❑ Conflicts of interest mirror testing window guidelines

Internet testing equipment

❑Scratch paper and pencil is supplied to students before Applied Mathematics Internet assessment

❑Collect scratch paper and shred immediately upon completion of Applied Mathematics assessment

❑Basic four function calculator allowed only for Applied Mathematics

Test Administration

❑Admit examinees only with photo identification or personnel recognition by staff

❑During testing – Walk around, this discourages prohibited behavior

❑No answering questions in regards to the assessment questions

❑No observers in testing room

Irregularities

- ❑ Mirror testing window rules
- ❑ Irregularity report - Online

Technical Requirements

- ❑ Web Browsers
  - ❑ Testing and Administrator Workstations
    - ❑ Microsoft Internet Explorer 6 & 7
    - ❑ Firefox 2
  - ❑ Administrative Reports Portal
    - ❑ Microsoft Internet Explorer 6 & 7
    - ❑ (Firefox not supported)
- ❑ Operating Systems
  - ❑ Windows XP with current service packs applied
  - ❑ Microsoft Windows Vista Home Premium
  - ❑ MAC OS 10.x.x (using the Firefox web browser only)
- ❑ Screen Resolution
  - ❑ 1024 x 768
- ❑ Special Browser Considerations
  - ❑ The workstation browser must have JavaScript enabled and no AJAX (Asynchronous JavaScript and XML) blockers
  - ❑ Internet Explorer 6 & 7
    - ❑ Security settings (Tools > Internet Options > Security tab > Custom Level button)
    - ❑ Scripting:
      - ❑ Active Scripting = Enable
    - ❑ Active X controls and Plug-ins
      - ❑ Run ActiveX controls and plug-in = Enable
      - ❑ Script ActiveX controls marked safe for scripting = Enable
  - ❑ Firefox (No special setup required)
- ❑ Reporting
  - ○ Adobe Acrobat Reader 7 or later is required to view reports.
- ❑ Network
  - ❑ The ACT domain (act.org) and address space cannot be blocked (e.g., through firewall, router, or other settings).
  - ❑ **Workstations must have broadband connections (>256Kbits/second sustained download capacity to the workstation). Dial-up connections are not supported.**

Your Next Steps

What's Next

- ❑ May 20 Deadline
    - ❑ Provide District KeyTrain Contact
    - ❑ Provide District WorkKeys Contact
    - ❑ Provide School WorkKeys Contact
    - ❑ Express which method(s) of testing each school will participate in next year. (If do not sign up for the testing window by May 20, you will have to participate in internet testing. No exceptions)
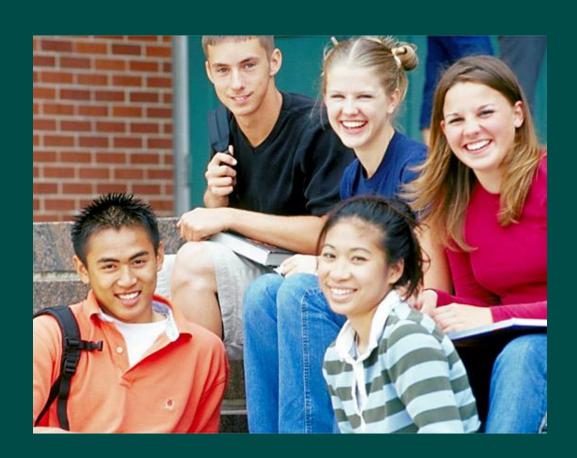- ❑ Will send email by the end of the week

What to think about

❑Communicating to your students and parents the test dates you choose

❑Including test dates on District and School Calendars

❑Enrolling students in KeyTrain/Career Ready 101- NOW

  ❑Allow students time to prepare for the assessment, since they only have two opportunities to earn the NCRC

What to think about- continued

❑Consider how you will go about testing interested seniors

  ❑ Will they participate in event window? Deadline of September 16th to provide student names for event window

  ❑Maybe you test 11th graders in event window and 12th graders with internet testing at later dates.

❑ Using same 5 match criteria as last year, especially Examinee ID number

Sources of Information

Key Resources- ACT

❑URL for paper & pencil testing materials

   ❑http://www.act.org/workkeys/eventtesting/

   ❑Username: wkevent

   ❑Password: testing

❑URL test administration materials Internet testing

   ❑www.act.org/workkeys/reference/training

   ❑User ID: Admin

   ❑Password: Training

Key Resources- EED

❑Alaska Career Ready

   ❑www.careerready.alaska.gov

   ❑Website has considerable resources; check it periodically

   ❑In future will not contain test administration information

❑EED Assessments

   ❑http://www.eed.state.ak.us/tls/assessment/

   ❑Will continue to be a work in progress

   ❑In future will be your go to website for administration information

For More Information

- ❑ ACT specific questions
- ❑ Internet Testing
  - ❑ ACT Call Center 1-800-WORKKEY (967-5539)
  - ❑ workkeys@act.org
- ❑ Paper and Pencil Testing
  - ❑ ACT State Testing (800) 553-6244 x 2800
  - ❑ ACT State Testing Accommodations (800) 553-6244 x 1788
  - ❑ WorkKeysEvent@act.org

For Questions and Comments

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Questions and Answers